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Job details

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Bulletin Number 49118BR
Type of Recruitment Transfer Opportunity
Department Mental Health
Position Title WAREHOUSE WORKER II
Filing Type Open Continuous
Filing End Time 5:00 pm PST
General Information *** DO NOT APPLY ONLINE ****

Permanent County employees who currently hold the payroll title of Warehouse Worker II are invited to make their interest known by submitting thier resume, last two (2) Performance Evaluations, last two (2) years time history report to:

Megan Woodland
Administrative Support Bureau
550 S. Vermont Ave, Room 212
Los Angeles, CA 90020

Email directly to: mwoodland@dmh.lacounty.gov.

Only the most qualified candidates will be contacted for an interview.

Requirements All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Warehouse Worker II**.

Desirable Qualifications

- Knowledge of the eCaps Inventory module and County Fiscal Manual for perpetual inventory.
- Excellent verbal and communication skills.
- Excellent computer skills in MS Outlook, Word, and Excel.
- Ability to interact effectively with end-users to meet critical operation of supply needs.

Duties

- Serve as the Warehouse Supervisor and participates in receiving, checking, storing, and reconciling of goods received.
- Analyzes perpetual inventory and other records to determine if optimum stock levels should be maintained, increased, or removed form inventory.
- Conducts monthly physical inventory to ensure that supplied in eCAPS are properly accounted for and makes necessary inventory adjustments as needed.
- Interacts with various levels of departmental staff when delivering goods to end-users.

- Processes all incoming warehouse requisition from clinics, programs, and non-directly operated sites to arrange for delivery or pick-up.
- Reviews Service Catalog requisition and coordinates with Facilities to arrange for proper set-up for conferences, trainings, and/or meetings.
- Resolves supply discrepancies with Procurement to ensure that supplies are delivered to the end-users timely.
- Develops Statements of Work for moving services when outsourcing is needed.
- Draft Performance Evaluations for lower-level warehouse workers.
- Trains, motivates, and evaluates the warehouse staff in completing various critical warehouse assignments.

Vacancy Information

The Materials Management Division is seeking a highly motivated and well-organized individual to fill a Warehouse Worker II vacancy.

The vacancy is located at 550 S. Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Flexible schedule Available - 5/40 or 9/80.

Contact Name Megan Woodland

Contact Phone 213-738-2133

Contact Email mwoodland@dmh.lacounty.gov

California Relay Services Phone 800-735-2922

Job Field Building Crafts/Facilities Maintenance

Job Type Service/Maintenance

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